

**CLASS SPECIFICATION**  
**County of Fairfax, Virginia**

**CLASS CODE:** 3231      **TITLE:** DAY CARE CENTER TEACHER I      **GRADE:** S-15

**DEFINITION:**

Under general supervision, to perform professional work in the field of child development; to be responsible for a program for older school-age children, in a School-Age Child Care dual-program center, or to be responsible for the daily operation of a special needs program for children at a child development center for the physically and mentally handicapped; to assume responsibility of the supervisor in his/her absence; and to do related work as required.

**TYPICAL TASKS:**

Plans, coordinates and presents a program of appropriate experiences for older school-age children or children with special needs;  
Develops systems to safeguard the health and safety of the children;  
Plans and prepares nutritious daily snacks;  
Develops room arrangements to facilitate a variety of experiences to meet the needs and interests of the children;  
Plans activities to involve parents in the center's program;  
Participates in orientation, staff development sessions and teacher meetings;  
Writes newsletter articles and prepares a calendar of activities involving a particular group of children;  
Determines supply and equipment needs for their program.

**DISTINGUISHING CHARACTERISTICS:**

Positions assigned to this class differ from the Day Care Center Assistant Teacher in that they have full responsibility for planning and implementing an entire program for either older school-age children or children at a special needs center. This class also differs from the Day Care Center Teacher II class in that it has no staff supervisory, financial or staff development responsibilities.

**REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:**

Knowledge of individual behavior and the growth and development of children and youth, and the impact of group relationships;  
Knowledge of how cultural patterns, socioeconomic differences and/or physically and mentally handicapping conditions affect the behavior of children;  
Knowledge of health, safety and first aid methods, and the ability to assume administrative responsibility for assigned areas of a health and safety program;  
Knowledge of the factors which cause problems in children;  
Ability to establish warm and supportive relationships with children, on a group and individual basis.

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**EMPLOYMENT STANDARDS:**

Any combination of education and experience equivalent to completion of two years of study and training at an accredited four-year college or university with major course work in early childhood or elementary education, social work, psychology, nursing or a related field plus one year of related work experience.

ESTABLISHED: August 6, 1984

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